Fiscal Year (FY) 2015
Budget Period Progress Report (BPR)
Noncompeting Continuation (NCC)

Grantee Technical Assistance Briefing

BPR Technical Assistance (TA) page:
http://bphc.hrsa.gov/policiesregulations/continuation

- Overview

- Due Dates & Times

- Changes to the BPR

- Submission Process & Requirements

- Program Narrative Update

- Budget Requirements

- Scope Verification

- Technical Assistance Contacts

- Question & Answer Session

The BPR provides an update on the progress of Health Center Program grantees who do <u>not</u> have a project period end date in FY 2015 (October 1, 2014 – September 30, 2015).

PLEASE NOTE:

A Health Center Program grantee whose project period ends in FY 2015 must complete a Service Area Competition (SAC) application instead of a BPR.
See the SAC TA page for details:
http://www.hrsa.gov/grants/apply/assistance/sac

- The BPR is submitted only in the HRSA Electronic Handbook (EHB).

- You will be given access to complete the BPR approximately 6 weeks prior to the submission deadline.

- BPR Instructions and the BPR EHB User Guide are available in EHB and on the BPR TA page at http://bphc.hrsa.gov/policiesregulations/continuation.

Budget Period Start Date	EHB Access to Submission	EHB Deadline (5:00 PM ET)
November 1, 2014	July 10, 2014	August 13, 2014
December 1, 2014	July 16, 2014	August 27, 2014
January 1, 2015	August 6, 2014	September 17, 2014
February 1, 2015	September 3, 2014	October 15, 2014
March 1, 2015	October 8, 2014	November 19, 2014
April 1, 2015	October 29, 2014	December 17, 2014
May 1, 2015	December 3, 2014	January 28, 2015
June 1, 2015	January 7, 2015	February 18, 2015

- Program Narrative Updates:
  - The Patient Capacity table includes the grantee's project period and three new columns of pre-populated information:
    - % Change 2011-2013 Trend
    - % Change 2011-2013
    - % Progress Toward Goal
  - The Supplemental Awards table has been updated and includes a new Numeric Progress Toward Goal column.
  - The Performance Measures table includes the following new measures:
    - Tobacco Use Screening and Cessation
    - New HIV Cases With Timely Follow Up
    - Depression Screening and Follow-Up
  - Other Measures Section: The Behavioral Health measure is no longer required and has been removed.

- Attachments and Forms:

  - Form 3: Income Analysis has been programmed into the Program Specific Forms section and must be completed online in EHB rather than uploaded as an attachment

  - A Scope Verification summary page has been added requesting scope of project certifications for Forms 5A: Services and 5B: Sites.

- Budget Presentation:

  - The Budget Information: Budget Details form has been modified to capture federal and non-federal funding in the Object Class Categories section.

  - The Federal Object Class Categories form has been removed.

- SF-PPR and SF-PPR-2 (basic information forms)

- Budget Information: Budget Details

- Budget Narrative Attachment

- Program Specific Forms
  - Form 2: Staffing Profile
  - Form 3: Income Analysis
  - Scope Verification Summary Page
  - Program Narrative Update

https://grants.hrsa.gov/webexternal

See Table 2: Submission Components on Page 4 for more information

- The Program Narrative Update is a structured form in EHB. Each narrative field is limited to 3,000 characters (approximately 1 page).

- You will describe FY 2014 progress and any predicted changes for the FY 2015 budget period in the follow five areas:
  - Environment
  - Organizational Capacity
  - Patient Capacity
  - Supplemental Awards
  - Clinical and Financial Performance Measures

Key Area: Environment

Discuss broad changes in the region, state, and/or community over the past year that have impacted the project (e.g., changing service area demographics/shifting target population needs, changes in major health care providers in the service area, changes in key program partnerships, Affordable Care Act implementation at the state/local level).

Key Area: Organizational Capacity

Discuss major changes in the organization's capacity over the past year that have impacted or may impact the implementation of the funded project, including changes in:

- Staffing, including staff composition and/or key vacancies

- Operations

- Systems, including financial, clinical, and/or practice management systems

- Financial status

Key Area: Patient Capacity

- Discuss the trends in unduplicated patients.

- Explain significant changes and discuss the key factors impacting patient numbers in the following areas:
    - Total Unduplicated Patients
    - Total Migratory and Seasonal Agricultural Worker Patients
    - Total People Experiencing Homelessness Patients
    - Total Public Housing Resident Patients

▼ Patient Capacity

* Referencing the % Change 2011-2013 Trend, % Change 2012-2013, and % Progress Toward Goal columns:

- Discuss the trend in unduplicated patients and report progress in reaching the projected number of patients to be served by the end of the project period in the identified categories.
- Explain significant changes and discuss the key factors impacting patient numbers. Maintenance or increases in patient numbers are expected; decreasing trends or limited progress towards the projected patient goals must be explained.

Notes:

- Patient Number data are pre-populated from Table 4 in the UDS reports. Since Public Housing patients are not included in this table, these data are pre-populated from the FY 2014 BPR. Provide the FY 2013 public housing patient numbers from your health center data, if applicable.
- The information in the Projected Number of Patients column is pre-populated from the application/submission that initiated your current budget period (SAC/BPR). If you were awarded any of the following supplemental awards, the patient projection from those applications have been added to the SAC/BPR patient projections. For additional details about these numbers, hover over the informational icons displayed with the numbers.
    - FY 2013 New Access Point (NAP) Satellite Grant
    - FY 2014 New Access Point (NAP) Satellite Grant
    - FY 2014 Expanded Services (ES) Satellite Grant
- The % Change and % Progress data are pre-populated calculations based on UDS reporting.
- If pre-populated patient projections are not accurate, adjusted projections should be provided and explained in the Patient Capacity Narrative section.
- If you completed a BPR in FY 2014, you can reference your Patient Capacity progress details via the following link: FY 2014 BPR Progress Report

Patient Categories	2011 Patient Number	2012 Patient Number	2013 Patient Number	Projected Number of Patients	% Change 2011-2013 Trend	% Change 2012-2013 Trend	% Progress toward Goal	Patient Capacity Narrative (for Current Project Period: 3/1/2011 - 10/31/2015)
Total Unduplicated Patients (inclusive of the categories below)	1003	1002	1210	2000	20.64%	20.76%	60.50%	Approximately 1 page (Max 3000 Characters): 3000 Characters left.
Total Migratory and Seasonal Agricultural Worker Patients	0	0	0	0	Data not available	Data not available	Data not available	Approximately 1 page (Max 3000 Characters): 3000 Characters left.
Total People Experiencing Homelessness Patients	1003	1002	1210	2000	20.64%	20.76%	60.50%	Approximately 1 page (Max 3000 Characters): 3000 Characters left.
Total Public Housing Resident Patients	0	0		0	Data not available	Data not available	Data not available	Approximately 1 page (Max 3000 Characters): 3000 Characters left.

Key Area: Supplemental Awards

- Discuss progress made in implementing recent supplemental Health Center Program awards, as applicable.

- For each of the awards, describe progress toward goals; key factors impacting progress; and plans for sustaining progress and/or overcoming barriers to ensure goal achievement:

    - FY 2012, 2013, and 2014 New Access Point Satellite Grants
    - FY 2014 Behavioral Health Integration Supplement (HRSA-14-110)
    - FY 2014 Expanded Services Supplement (HRSA-14-148)

Q4: Supplemental Awards – EHB Example

▼ Supplemental Awards

★ Discuss progress made in implementing recent supplemental Health Center Program awards. For each of the following, as applicable, provide current data in the Numeric Progress Toward Goal column. In the Supplemental Award Narrative column, describe:

- Progress toward goals;
- Key contributing and restricting factors impacting progress toward goals; and
- Plans for sustaining progress and/or overcoming barriers to ensure goal achievement.

Type of Supplemental Award	Programmatic Goal	Numeric Goal (if applicable)	Numeric Progress toward goal (as applicable)	Supplemental Award Narrative
FY 2012 NAP Satellite Grant	Achieve operational status and increase number of patients	Unduplicated Patients: 750		Approximately 1 page ⓘ (Max 3000 Characters): **3000** Characters left.
FY 2013 NAP Satellite Grant	Achieve operational status and increase number of patients	Not Applicable	Not Applicable	Approximately 1 page ⓘ (Max 3000 Characters): **3000** Characters left.
FY 2014 NAP Satellite Grant	Achieve operational status and increase number of patients	Not Applicable	Not Applicable	Approximately 2 pages ⓘ (Max 3000 Characters): **3000** Characters left.
FY 2014 Behavioral Health Integration (BHI) Supplemental	Increase the number of patients with access to integrated behavioral health care	Not Applicable	Not Applicable	Approximately 2 pages ⓘ (Max 3000 Characters): **3000** Characters left.
FY 2014 Expanded Services (ES) Supplemental	Increase the number of patients and expand availability of services.	Not Applicable	Not Applicable	Approximately 2 pages ⓘ (Max 3000 Characters): **3000** Characters left.

Key Area: Clinical and Financial Performance Measures

Discuss the trends in performance measures. Explain significant changes and discuss progress toward reaching the projected goals, including key factors impacting performance.

- Perinatal Health

- Preventive Health Screenings and Services

- Chronic Disease Management

- Financial Measures

- Other Measures

Chronic Disease Management

Performance Measure	2011 Measures ⓘ	2012 Measures ⓘ	2013 Measures ⓘ	% Change 2011-2013 Trend ⓘ	% Change 2012-2013 Trend ⓘ	% Progress toward Goal ⓘ	Measure Goals
Asthma treatment – pharmacologic therapy (ages 5 – 40)	86.7647	41.4286	47.1429	-45.67%	13.79%	Data not available	0.00%
Coronary artery disease (CAD) and lipid-lowering therapy (adult)	Data not available	67.1429	80.0000	Data not available	19.15%	88.89%	90.00%
Ischemic Vascular Disease (IVD) and aspirin or other anti-thrombotic therapy (adult)	Data not available	21.4286	80.0000	Data not available	273.33%	88.89%	90.00%
Blood pressure control (adult hypertensive patients with blood pressure < 140/90)	55.7143	58.5714	62.8571	12.82%	7.32%	96.70%	65.00%
Diabetes control (diabetic patients ages 18-75 with HbA1c <8%, ≤9%, or >9%)	62.8571	77.1429	64.2857	2.27%	-16.67%	75.63%	85.00%
New HIV Cases With Timely Follow Up	Data not available	Data not available	Data not available	Data not available	Data not available	Data not available	
Depression Screening and Follow Up	Data not available	Data not available	Data not available	Data not available	Data not available	Data not available	

* Measure Narrative

Approximately 2 pages ⓘ (Max 3000 Characters): 3000 Characters left.

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- Measure goals are pre-populated from the Projected Data (by End of Project Period)/Measure Goal from your FY 2014 SAC/NAP/BPR.

- If pre-populated performance measure goals are not what you expected to see, provide adjusted goals and explain in the appropriate Measure Narrative section.

- If clinical performance measures were not provided in the past, provide a projection by the end of the project period.

- Previous applications/submissions are hyperlinked and/or available for reference; see the BPR EHB User Guide for instructions on accessing these documents.

- Current state and national comparison data are available for performance measures comparison purposes (http://bphc.hrsa.gov/healthcenterdatastatistics/datacomparisons.html).

- The Budget Information: Budget Details form provides a breakdown of funding for the upcoming budget period.

  - Funding type (i.e., CHC, MHC, HCH, PHPC) information is presented in Section A

  - Federal and non-federal detail will be provided in Section B by object class category

- The total budget value for the upcoming budget period will appear at the top of the Budget Information: Budget Details form.

- The Budget Narrative should:

  – Be broken down by federal and non-federal (corresponds to Section B of the Budget Information: Budget Details form).

  – Include a line-item budget and any narrative required to explain costs.

  – Provide sufficient information to show that costs are reasonable and necessary.

  – Demonstrate adherence to the $181,500 salary limitation.

See Section IV of the BPR Instructions (pages 14-18)

Scope Verification Summary Page

- A Scope Verification summary page has been added to the BPR requesting scope of project certifications for information pre-populated on Form 5A: Services and Form 5B: Sites.

- If the forms details do not appear accurate, use the Refresh option for Form 5A and Form 5B (refresh after July 24 and immediately prior to submission).

Fields with ★ are required

★ 1. Scope of Project Certification - Services – Select only one below

○ By checking this option, I certify that I have reviewed my Form 5A: Services Provided ⧉ and it accurately reflects all services and service delivery methods included in my current approved scope of project.

○ By checking this option, I certify that I have reviewed my Form 5A: Services Provided ⧉ and it requires changes that I have submitted through the change in scope process.

★ 2. Scope of Project Certification - Sites – Select only one below

○ By checking this option, I certify that I have reviewed my Form 5B: Service Sites ⧉ and it accurately reflects all sites and zip codes included in my current approved scope of project.

○ By checking this option, I certify that I have reviewed my Form 5B: Service Sites ⧉ and it requires changes that I have submitted through the change in scope process.

Technical Assistance Contacts

- BPR TA Page

  – http://bphc.hrsa.gov/policiesregulations/continuation

- Program Related Questions

  – Rene Herbert
    BPHCBPR@hrsa.gov or 301-594-4300

- Budget Related Questions

  – Carolyn Testerman
    ctesterman@hrsa.gov or 301-594-4244

- EHB Related Questions

  – BPHC Helpline
    BPHCHelpline@hrsa.gov or 877-974-2742

REMINDERS

- Failure to include all required information may result in a submission being returned for changes which could delay award.

- Incomplete or non-responsive progress reports will be returned through a Request Change notification.

- Failure to submit the BPR by the deadline or submission of an incomplete or non-responsive progress report may result in a delay in Notice of Award issuance or a lapse in funding.

- Throughout the application process, please refer to the Frequently Asked Questions (FAQ) on the BPR TA page located at
http://bphc.hrsa.gov/policiesregulations/continuation